



**Minutes of the Illinois Heartland Library System Board
July 23, 2013
100 East Market Avenue, Effingham, IL 62401**

Call to Order

Karen Bounds called the meeting to order at 6:13 p.m.

Roll Call

Board Members Attending: Karen Bounds, Lynda Clemmons, James Fenton, Libby Letterly, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Joan Rhoades, Erin Steinsultz, George Trammell, Susan Tulis, Nina Wunderlich

Board Members Attending by V-tel:

Board Members Attending by Phone: Jacob Roskovensky

Board Members Excused: Valerie Green

Board Members Absent:

Others Present: **Effingham:** Rose Mary Barczewski, Leslie Bednar, Juliette Douglas, Julia Pernicka, Bonnie Matheis, Lawren Tucker

Others Present Attending by Phone: **Carterville:** Troy Brown, Ellen Popit

Champaign: Joan Bauer, Janet Cler, Michelle Ralston

Decatur: Bev Obert, Angela Thompson, Mike Szymkoski

Edwardsville: Chris Dawdy

Illinois State Library: Pat Norris

Election of Board Officers for FY2014

Ballots were distributed and nominations accepted from the floor. After voting the following positions were filled:

- President, Linda McDonnell (Six Mile Regional Library District, Granite City)
- Vice President, Betsy Mahoney (Madison County Law Library, Edwardsville)
- Secretary, James Matthews (Mahomet Public Library District)
- Treasurer, Susan Mendelsohn (Glen Carbon Centennial Library)

Linda McDonnell took over as chair.

Carterville Office:
607 S. Greenbriar Road
Carterville, IL 62918
618-985-3711

Champaign Office:
1704 West Interstate Drive
Champaign, IL 61822
217-352-0047

Decatur Office:
345 West Eldorado Street
Decatur, IL 62522
217-429-2586

Edwardsville Office:
6725 Goshen Road
Edwardsville, IL 62025
618-656-3216

Commitment to Serve

New Board members (Lynda Clemmons, James Fenton, and Erin Steinsultz) were asked to read and sign a "Commitment to Serve" document.

Approval of Minutes

James Matthews moved that the Board approve the minutes of the June 25, 2013, meeting. Susan Tulis seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Payment of Bills: Nina Wunderlich reported that there is not a bill list this month. There will be two bill lists in August.

Nina Wunderlich reported that the Financial Committee met yesterday. Due to the end of the fiscal year, there is no monthly financial report this month.

Public Comment

None.

Communications

Leslie Bednar shared with the Board that SHARE staff and SHARE Committees have been selected as the recipient of Hugh C. Atkinson Memorial Demco Award from ILA. The award recognizes significant achievement in resource sharing. In particular, they recognize the contributions of the LLSAP4 Committee: Diane Yeoman (Mason City Public Library District/Illini Central CUSD), Miranda Shake (Lakeview College of Nursing Library, Danville), Jill Pifer (Fairview Heights Public Library), and Esther Curry (CE Brehm Memorial Public Library District, Mt. Vernon).

Staff Report

Staff Activities: The Staff Activities report was included in the Board packet. The Board questioned the amount of time spent on the report. The report is a Google Doc with input from several staff members and activities correspond with IHLS goals as stated in the annual plan of service.

Staffing Update: A list of salary ranges for 2012-2013 and 2013-2014 were on the table. Nina Wunderlich had a question on the starting salary of drivers. James Matthews moved that the Board approve the staff update as it appears in the Board packet. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Personnel: No report.

ISL Report

No formal report. Lawren Tucker provided a status update on review of the FY2014 System Area & Per Capita Grant application. They will be in touch in August with any changes/revisions/explanations. Pat Norris reported that they just processed quarterly reports for 200+ Back to Books grant recipients.

SHARE Report

Leslie Bednar shared several documents with the Board, including a Report from the SHARE Executive Council (Attachment F) and FY2014 Staff Projects.

Operations Report

Juliette Douglas stated that the report will be included in the report on the Update on Southern Locations in Unfinished Business.

Grants Report

No report.

IT Report

No report. Troy Brown announced that the Champaign T1 cancellation will save a considerable amount of money.

Committee Reports

Policy Committee: The Policy Committee did not meet this month. Libby Letterly stated that the recommended Bylaws changes will be included under Unfinished Business. Proposed changes were distributed to the new Board members.

Personnel Committee: Linda McDonnell said that the committee has received the evaluations for the Executive Director. Follow up will be included under Unfinished Business.

Membership Committee: Betsy Mahoney reported that the committee did not meet this month.

Finance Committee: Nina Wunderlich reported that the committee met last night. The payment to Polaris was discussed. Rosemary Barczewski is looking into banks to transfer funds to maximize investment returns. The new financial software is in place and will be used for payroll next week. Billing and OCLC billing have been moved to Edwardsville. Receivables are still in Champaign. Rosemary is working with an insurance broker on examining building and vehicles to bring up insurance policies.

Facilities Committee: James Matthews reported the committee received a detailed description of the Southern location and floor plan of the space to be leased in Du Quoin and the agreed upon renovations. The Board did question spending and they were assured spending would not go over the amount allocated. Carterville Operations has moved to the Du Quoin location.

IHLS and SHARE (Sharing Heartland's Available Resources Equally)

Chris Dawdy and Ellen Popit discussed the benefits of membership in each organization.

Unfinished Business

Real Estate Update: Juliette Douglas reported the six month period for the developer interested in the Edwardsville land has passed, so IHLS deposited the \$20,000 earnest money since the contract has not yet been signed. The developer is still interested in the property with a tentative closing around September. Needs are being identified for the Decatur staff relocating to Champaign.

Update on Southern Location: Juliette Douglas gave an update of the Carterville office move to DuQuoin. Operations moved on June 29 and there were no interruptions to the routes. No firm move date for the rest of the staff.

Recommended Bylaws Change: Libby Letterly brought two recommended changes to the Bylaws to the Board.

The first is a language change proposed by the Nominating Committee to begin the election process earlier in the year, which would give that committee time to get their work done in a timely manner. This will require a bylaws change (Article VI, Section 4) to begin the process in November rather than January.

Article VI, Section 4: "A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval in November of each year...."

Nina Wunderlich moved that the Board approve the change to the Bylaws Article IV, Section 4. James Fenton seconded the motion. The motion passed unanimously by voice vote.

An additional revision (Article VI, Section 5, Item G) would prohibit IHLS Board members to serve on the SHARE executive committee or as chair of IMAC.

Article VI, Section 5 (Terms of Office), Item g: "While serving on the IHLS Board of Directors, no sitting board member shall be a member of the SHARE executive committee or serve as chairman of the IMAC advisory committee."

Nina Wunderlich moved that the Board accept the revision to the Bylaws Article IV, Section 5, Item G. James Fenton seconded the motion. The motion was defeated unanimously by voice vote.

Executive Director Evaluation: Betsy Mahoney took the chair and reviewed the evaluation process. The numerical scores from the evaluations have been put in an Excel spreadsheet and comments were compiled. The Board will review with comments and questions and will be presented to the Executive Director next month. Next time the form needs to be evaluated and the timing may need to be revised.

New Business

Update on Champaign and Decatur Locations: Leslie Bednar stated that when the Decatur office moves to Champaign, IHLS will not have a need for Decatur's VTEL equipment and questioned what could be done with the equipment. This will be put on the agenda for next month.

Appoint IHLS Board member to LLSAP Statewide Committee: Leslie Bednar recommended the Board have a representative to attend the LLSAP Statewide Committee meeting on August 21 at the Illinois State Library.

Karen Bounds moved that Joan Rhoades represent the IHLS Board on the LLSAP Statewide Committee. George Trammell seconded the motion. The motion passed by roll call vote. Joan Rhoades abstained.

Secondary Employment – IHLS Staff: Joan Rhoades moved that the board go into closed session pursuant to Section 5 ILCS 120 § 2(c)(1). Karen Bounds seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 8:17 p.m.

The meeting returned to open session at 8:25 p.m.

Bank Accounts: RoseMary Barczewski will cover this next month.

Public Comment

None.

Announcements

Leslie Bednar reminded new Board members need to complete their OMA training and second a copy of the certificate to Peggy Durst (pdurst@illinoisheartland.org).

Adjournment

George Trammell moved that the meeting adjourn. James Matthews seconded the motion. The meeting adjourned at 8:35 p.m.